



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

February 17, 2011

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents and  
Public School Academy Administrators

FROM: Carol Wolenberg, Deputy Superintendent

SUBJECT: Monitoring of American Recovery and Reinvestment Act (ARRA) Education Stabilization  
Funds (ESF) and Education Jobs Fund

The Michigan Department of Education is scheduling monitoring reviews for the ARRA ESF and Education Jobs Fund grant programs. Monitoring reviews may be conducted as either an on-site visit or a desk review. The following grants will be reviewed:

- ARRA ESF (CFDA #84.394) for:
  - FY 2009 (092525), FY 2010 (102525) and FY 2011(112525)
- Education Jobs Fund (CFDA #84.410A) for:
  - FY 2011 (112545)

Examples of documentation required for a monitoring visit include, but are not limited to, the following:

- Evidence of financial management systems
- Financial management reports of grant activities that document payment requests, grant expenditures by date, and/or contracts
- Payroll records

Staff and/or consultants with direct knowledge concerning the preparation and/or distribution of these documents should be available for any questions that may arise during the monitoring.

Your agency will be contacted in the near future, in the event your agency is selected to receive an on-site monitoring visit or desk review.

If you have any questions about this process, please contact the Grants Administration and Coordination Unit at (517) 373-1806.

cc: Michigan Education Alliance

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